

Our Mission: IHCD helps build strong communities by providing financial resources and assistance to qualified partners throughout the State of Indiana in their development efforts. A primary focus of IHCD is providing a continuum of housing from homelessness to homeownership, with a focus on low to moderate income Hoosiers.

The Housing and Community Development Authority is accepting resumes for a Risk Manager's position.

To be considered for this position, applicants must:

E-mail a resume, cover letter, and a one to three page professional writing sample to Jacob Sipe at JSipe@IHCD.in.gov with the title of the position in the e-mail subject line.

Additionally, candidates MUST apply to job ID 594920 via the state's job bank at www.IN.gov/spd . To apply, click on:

- Employment Opportunities
- Apply Now
- Register now

The position offers a competitive salary, commensurate with relevant education and work experience. This position is housed in IHCD's Indianapolis headquarters and applications are being accepted until March 9, 2015

IHCDA Job Expectations

Our Mission: To provide housing opportunities, promote self-sufficiency, and strengthen communities.

Title:	Risk Manager	Exempt
Reports To:	Executive Director	Date last revised: 2-10-15
Supervises:	No direct supervision of persons. Individual will be responsible for supervising IHCDA internal audit and compliance projects.	
Summary:	The position contributes to fulfilling the IHCDA mission and meeting strategic and annual IHCDA operational and program goals by ensuring IHCDA and their partners are in compliance with program requirements. This includes the protecting of assets, ensuring the compliance with regulations and internal controls, and recommending improvements in process and internal control structure(s).	
Evaluation of Performance:	Performance will be evaluated based on achieving key outcomes described in this job description, including specific goals, deadlines, and other quality indicators; working effectively in a team environment; interacting positively with partners and demonstrating customer service; and working efficiently and effectively within required specifications, policies, and standards established by IHCDA and its associated governing entities.	
Key Outcomes Expected:	<ul style="list-style-type: none"> • Develops an IHCDA risk assessment and corresponding audit plan to align risk level to audit frequency / rotation. • Ensures that IHCDA programs are in compliance with federal reporting requirements. • Identifies findings and makes recommendations to improve controls and processes and mitigates future exposure. • Tracks findings inclusive of management's response and action plans to resolutions of all identified findings. • Performs general internal auditing, e.g., monitoring claims for thoroughness, reviewing files for proper documentation, reviewing internal operations for compliance with federal and state requirements, etc. • Performs sub-recipient site visits as needed. Complete periodic financial statement and compliance reviews of partners in the field. Meets work standards by following standards; resolving operational problems; identifying work process improvements. • Prepares for audit by researching materials and formulating a plan of action. • Ensures compliance with regulations and controls by examining and analyzing records, reports, operating practices, and documentation; recommending opportunities to strengthen the internal control structure. • Verifies activity by comparing items to valid / supporting / authorized documentation. • Completes audit work papers and memorandums by documenting audit tests and findings. • Communicates audit progress and findings by preparing reports; providing information in meetings. • Provides management reports by collecting, analyzing, and summarizing management information. • Updates job knowledge by participating in educational opportunities; reading professional publications; maintaining personal networks; participating in professional organizations. • Enhances organization reputation by accepting ownership for accomplishing new and different requests; exploring opportunities to add value to job accomplishments. <p>Other duties as assigned.</p>	

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Critical Skills, Knowledge, and Behaviors:	<ul style="list-style-type: none"> • Highly collaborative style; highly functional working with a variety of individuals with diverse backgrounds, education, and economic levels. • Strong track record as an implementer who thrives on managing a variety of high priority initiatives concurrently. Excels at juggling multiple requests under time and resource pressures, while remaining flexible to changing assignments and agency priorities. • Self-starter, able to work independently, and entrepreneurial; enjoys creating and implementing new initiatives. • Strong attention to detail and follow-through. • Demonstrates a high level of problem-solving ability; applies critical thinking to the implementation of new processes and in problem resolution, and thinks logically and analytically. • Demonstrates exceptional communication and interpersonal skills, with an ability to influence and persuade across IHCDA. • Demonstrates exceptional writing and editing skills. • Proactive in anticipating and alerting others to problems with projects or processes. • Commitment to maintaining confidentiality of agency information. • Demonstrates customer service orientation. • Possesses business related computer skills including Microsoft Word, PowerPoint, and Internet usage (e-mail). • Knowledge and experience with Generally Accepted Auditing Standards. Has experience with governmental / non-profit accounting principles and procedures. • Possesses knowledge of federal regulations. Possesses knowledge of policies and practices associated with federal program administration. • Track record of developing and establishing financial policies and procedures. • Analyzes financial data and prepares accurate reports in a timely manner. • Possesses ability to analyze financial information, recognize trends, and make decisions. • Proficient in basic computer skills, i.e. Microsoft Word, Excel, Internet usage (e-mail). Demonstrates proficiency in basic mathematics. • Has the ability to be bonded.
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Education, Experience, Degrees, Licenses:	<ul style="list-style-type: none">• A 4 year post –secondary degree or higher from an accredited college or university with emphasis in Accounting / Finance / Economics / Business Administration, or related field.• At least 2 years of work experience in the area of internal audit.• Experience with the application of Generally Accepted Auditing Standards and familiarity with the Governmental Standards Board.• Preference given to candidates with a Certified Internal Audit (CIA) or Certified Government Auditing Professional (CGAP) designation
Work Environment and Physical Demands:	<ul style="list-style-type: none">• Work is performed in an office environment.• Performs under the pressure of deadlines.• Works proficiently with computers and other office equipment.• Travel throughout the State of Indiana to perform monitorings / site visits of sub-recipients approximately 10% of the time.

IHCDA is an Equal Employment Opportunity employer and will not discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin, disability or veteran status. IHCDA will take affirmative action to ensure that applicants are employed and employees are treated during employment, without regard to their race, color, religion, sex, national origin, disability or veteran status, including, but not limited to, employment, promotion, transfer, recruitment, layoff, termination, rates of pay, and selection for training. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability or veteran status.